

Transcript Request Letter

Date _____

Registrar

(College or University and Address)

Dear Registrar:

Enclosed is my fee in the amount of \$ _____ in payment for a transcript of my scholastic record. I attended college during the years _____ to _____. I received my degree on _____. My Social Security Number is _____ - _____ - _____ and my date of birth is _____.

Please send the transcript **directly** to the following address:

Public Works Contractors License Bureau
1090 E Watertower St
Meridian ID 83642

The Public Works Contractors License Bureau has informed me that they will treat the transcript in accordance with the provisions of the Education Rights Privacy Act and that no unauthorized person will have access to the transcript.

Sincerely,

(Signature)

(Print Name)

(Address)

